

**REQUEST FOR APPROVAL OF INTERNATIONAL MEMORANDUM**

(Please complete this form and send to Jane Chandler 110 Hatcher Hall)

TITLE OF PROJECT: \_\_\_\_\_

Unit: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Initiator of project at LSU: \_\_\_\_\_ Signature \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

LSU DEPARTMENT: \_\_\_\_\_

Chair/Director \_\_\_\_\_ Signature \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Partnering Institution \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Country Code

Name and title of collaborator at the partner institution:

Department (if applicable) \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Brief abstract of project:

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Please explain the role of the initiator of this agreement:

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Which other faculties or disciplines do you think might be interested in pursuing projects under this agreement. ( Foreign Language, Business, Management, Mathematics, full curriculum?)

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1. Current project will include the following: (Please check all that apply)

- a. \_\_\_\_ Student exchange
- b. \_\_\_\_ Faculty exchange
- c. \_\_\_\_ Research
- d. \_\_\_\_ Training
- e. \_\_\_\_ Public service activities

2. If you checked c,d,and or e, have you satisfied the requirement for PS 32? (Proposal Review and Approval Procedures for research proposals and training grant requests.)

YES \_\_\_\_ NO \_\_\_\_

3. If the agreement includes student exchange, please provide the following information:

a. Language(s) of instruction? \_\_\_\_\_

b. The department(s) from which you will mainly recruit LSU students?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

c. Student exchange coordinator at the partner university:

Name \_\_\_\_\_

Office of \_\_\_\_\_

Mailing address \_\_\_\_\_

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E-mail \_\_\_\_\_ Website \_\_\_\_\_